



April 30, 2015

Vol. 20.04

104 E 2nd St, PO Box 215

765.583.4944

www.otterbein.in.gov

Important Phone Numbers

| | |
|-----------------------|-----------------|
| Police | 911 or 884-0080 |
| Billing Questions | 583-4944 |
| Clerk's Office | 583-0089 |
| Republic/Allied Waste | 477-9138 |
| Streets and Water | 583-3430 |

Councilmen

| | |
|-----------------|--------------|
| Kevin Burk | 404-1481 |
| Ron Shoup | 337-5876 |
| Dirk Studebaker | 574-551-2903 |
| Doyle Allison | 583-9481 |
| Mac McKinney | 583-2821 |

Mother's Day - Sunday, May 10th

Memorial Day - Monday May 25th



Town Clean Up Day

Saturday, May 16th 8am-2pm



Residents have a chance to clean up their property (if needed) without getting a citation from the police department or incurring a special charge from the trash company.

You must present the enclosed ticket - 1 ticket per service address

Dumpsters will be located at the Wastewater Plant on East 2nd St

NOTE: We will not take anything with an electrical cord, no freon, and no containers of paint. Watch your future bill, which will include a Northwest Indiana Solid Waste

Calendar MAY 2015

| | |
|------|----------------------------------|
| 5th | Town Council Meeting 6:00 PM |
| 6th | Limb Pickup Begins |
| 13th | Trash & Recycle |
| 16th | Town Wide Clean Up |
| 19th | Town Council Meeting 6:00 PM |
| 25th | Town Hall Closed-Memorial Day |
| 28th | Trash & Recycle (due to holiday) |



Storm Season has Arrived!!

With storm season upon us, please be mindful of the following:

On occasion, the storm warning siren may be activated based on existing conditions even in the absence of a sighting and or confirmation of a tornado. Also, it is not uncommon for a storm to develop very quickly with very little warning. If the siren is activated, seek shelter immediately and if possible tune a radio or television to a local station for further instructions or updates.

Please refrain from calling town hall for additional information, employees may also be seeking shelter and in all likelihood will know nothing more than that of the residents. To report a tornado sighting and or injury, call 911.

CYSTIC FIBROSIS FLOWER SALE!! MOTHER'S DAY WEEKEND



Thursday May 7th 2-6 pm

Friday May 8th 12-6 pm

Saturday May 9th 9-12 pm



Located at the Otterbein Prairie Community Center-Downtown Otterbein, Main St



Otterbein Public Library - Special Event!

Fancy Nancy Mother's Day Tea Party

Friday May 8th - 5:30 pm



Join us for our 2nd annual Fancy Nancy Tea Party! Friday, May 8th at 5:30pm in the library meeting room. All ages are welcome! Fancy girls are welcome to dress up in their fanciest of garbs (Dapper Dads are also welcome) with their Mother, Aunt, Grandma, etc. We will have an activity, snacks, storytime, and tea time, of course!

RSVP by Wednesday May 6th

Otterbein Prairie Community Center

Every Tuesday - 6:30 PM Euchre Night
Men & Women, any age, are Welcome



Otterbein United Methodist Church Registering for Summer Camp and Enrolling for Preschool 2015-2016

Camp: Ages: 5-12--Dates: May 26-August 11, 2015

Pre-K Classes for those who will 1 years old by Aug 1, 2015

Preschool Classes for those who will be 3 years old by Aug 1, 2015

Registration forms for camp and preschool are available at the church or

Online at www.otterbeinumc.org

**EXECUTIVE SESSION OF THE TOWN COUNCIL
MONDAY, APRIL 6, 2015 AT 6:00 PM**

Council President Kevin Burk called the meeting to order at 6:04 PM with all members present.

The reason for the Executive Session was Performance Evaluations for Gary Taylor, Seth Humphreys and Billy Walker.

Kevin Burk stated to each that he wants to hold these quarterly but at the very least twice a year.

Ron Shoup made the motion to adjourn the meeting at 8:50 PM. Leon McKinney seconded the motion and all were in favor.

**TOWN COUNCIL MEETING
TUESDAY, APRIL 7, 2015 AT 6:00 PM**

Vice-President Ron Shoup called the meeting to order at 6:10 PM with members Leon McKinney and Doyle Allison present. President Kevin Burk and member Dirk Studebaker were absent.

The Council conducted the hearing on Disconnects for non-payment of utility bills. There were no residents present to discuss. Leon McKinney made the motion to approve shut off for those on the Disconnect List. Doyle Allison seconded the motion and all were in favor.

Katy Tolen, with the Otterbein PTO 5K Run, has requested that residents along West Oxford Street not to be parked there or that they not come and go during the time of the 5K. The Council said it would not be doable as it is the only means of parking for some of the residents. She also had inquired about using the Lutheran Church lot for parking. The Council denied the request, stating it is not feasible with the condition of the lot.

Leon McKinney made the motion to approve the March 2015 Minutes as written. Doyle Allison seconded the motion and all were in favor. Ron Shoup read the summary of claims presented for a total of \$133,665.03. Leon McKinney made the motion to approve the claims as presented. Doyle Allison seconded the motion and all were in favor.

BF&S Engineer Mike Turchi presented Change Order 2 for contractor F&K on the hydrant project. This change order had to do with the leak on First Street. The total of Change Order 2 is \$3,751.75. Leon McKinney made the motion to approve the Change Order 2 as presented. Doyle Allison seconded the motion and all were in favor. Mike presented F&K Pay Estimate 1 for \$64,517.21 for the work completed to date. Leon McKinney made the motion to approve the Pay Estimate 1 as presented. Doyle Allison seconded the motion and all were in favor. F&K still has Hydrant 4 removal on the original project. The project has come in under budget therefore, leaving \$30,000 in the budget. Mike is looking at adding, back in, ones originally taken out of the project priority list that were deleted; and balance that with the funds remaining and will report back to the Council. F&K should be back at the end of April to do the restoration in the areas where they have already removed and/or replaced hydrants.

Mike spoke with the Council about the pumps at the WWT plant. The lead time of the pumps are 12-15 weeks; however he has located the pumps in the United States and can be available with a commitment letter to the vendor. Mike has prepared a commitment letter and this would cut off 3 months of the schedule. Leon McKinney made the motion to approve the commitment letter to be sent as presented. Doyle Allison seconded the motion and all were in favor. The actual work to install will be contracted and Mike will have the quotes ready for review at our April 21, 2015 meeting.

Mike is still working on the WWT Plan and that is moving along. To date, the top priority is the screen system and to have a grit chamber before the screen. Mike is also finishing up the Safe Routes to School Plan and a draft should be ready by our first meeting in May.

Lastly, BF&S needs a Notice to Proceed for the Inspection Engineer for the INDOT Sign Project. Ron Shoup made the motion to give BF&S the Notice to Proceed. Leon McKinney seconded the motion and all were in favor.

Stormwater project discussion was tabled until more information can be obtained.

Ron Shoup made the motion that the duties of the town and utilities be split and that Seth Humphreys be the Town Superintendent overseeing Streets, Parks and Stormwater, and other town duties as assigned by the Town Council. Billy Walker will be the Utility Superintendent overseeing the Water and Wastewater Utilities and other duties as assigned by the Town Council. Doyle Allison seconded the motion and all were in favor. Ron Shoup made the motion to adopt Resolution 2015-0407 the Town's Purchasing Policy to list the correct position able to purchase on the Town's behalf. Leon McKinney seconded the motion and all were in favor. Ron Shoup made the motion to adopt Ordinance 2015-0407 to Amend the 2015 Salary Ordinance to include the newly created positions. Leon McKinney seconded the motion and all were in favor.

Town Superintendent Seth Humphreys presented 2 quotes for new Locator Equipment. The first quote is from Protek for \$3,215 it would also need some added features and is not located in Indiana. The other quote was from Ditchwitch for \$3,815. The one from Ditchwitch had more options and is a much better locator, and is located in Indiana so servicing would be easier. With either locator we would need to add a Jameson Reel for \$600 and a Beacon for \$480. Doyle Allison made the motion to purchase the Locator for \$3,815 as well as the Jameson Reel \$600 and the Beacon \$480. Leon McKinney seconded the motion and all were in favor.

Seth presented one quote for marking 3 of the Town's trucks. The quote is from Move Over Outfitter for \$2,539. This would mark and put more safety lights on both the F350 trucks and the Dodge truck. He stated if the Council knew of another vendor to get a quote from he would be happy to get another quote. He is just unaware of where else. Move Over Outfitter is who marked the police car and we have been happy with the work. Ron Shoup made the motion to approve the quote from Move Over Outfitter. Leon McKinney seconded the motion and all were in favor.

Seth updated Council that the Street Sign Project through INDOT should start on May 4, 2015. The 2014 Street Paving Project he has attempted to get a start date but has not been able to get Reith-Riley to give us a start date yet. He is working on getting estimates and specification for the 2015 Street Project.

Utility Superintendent Billy Walker informed Council that all is going well and disinfection at the WWT Plant has started.

Town Marshal George Frantz brought up a junk abatement issue to the Council at 305 S Church Street. Ron Shoup made the motion to give Notice to Abate allowing 30 days to clean it up. Leon McKinney seconded the motion and all were in favor.

Clerk-Treasurer Treeva Sarles informed the Council that the Otterbein Rotary has applied for a grant to assist in the replacement of trash barrels on Main Street. Between the grant and Rotary's matching funds they are looking at buying 3 trashcans. It will be fall before the project will get under way.

Treeva brought up the fluoride treatment in the water and that it has been offline for several months and we do have residents inquiring when or if we are going to put it back online. Treeva had given Council a very large packet provided by the department of health about a month ago for review. Ron Shoup made the motion that we get secondary containment and get the fluoride back online. Doyle Allison seconded the motion and all were in favor.

Treeva provided the Council with a few sections of the employee handbook, stating it has been about 5 years since it has been reviewed and there are many sections that need changes, based on resolutions and laws that have changed. She would like to have sections reviewed once a month and that it will take several months to get through the handbook.

Treeva brought up the Shelter Insurance Release for the damage to the plow as part of the wreck in the winter. The Council questioned if they are repairing it or replacing it. The topic was tabled until more information can be gathered.

Treeva requested to purchase software, called File Maker Pro. It is a program that Betsy is familiar with and can streamline the lien process, saving about 2 days a month of work over the manual way we are doing it now. The cost is \$549. Ron Shoup made the motion to approve the purchase. Leon McKinney seconded the motion and all were in favor.

Treeva brought up the resident at 24 E Oxford Street regarding a very large leak. She has made all the adjustments allowed. The resident has always paid her bill and due to the large leak will have trouble making those sizeable payments per our standard pay agreement terms. Ron Shoup made the motion that she may take until December to pay-off the leak amount as long as the current is always paid each month. Doyle Allison seconded the motion and all were in favor.

Ron Shoup brought up the town-wide clean-up, suggesting it be Saturday May 16, 2015. He discussed that last year we did not have enough dumpsters and suggests we order 5 even if we have to pay for some of it. The Council unanimously agreed to the date and ordering of 5 dumpsters.

Resident Doug Helterbran would like the Council to revisit the Water and Waterwater rate ordinances and add a provision for partial month billing. He would also like them to consider billing cycle to be the first of the month to the end of the month rather than the current 15th of the month to the 15th of the following month. He stated he did not expect an answer tonight but would like the Council to really consider these items.

Resident Rick Hadley would like the alley behind his properties on Main Street to be graded or V-cut to see if we can take care of the flooding issues in that alley. Street Superintendent Seth Humphreys will look into the issue.

With nothing else to come before the Council, Doyle Allison made the motion to adjourn the meeting at 7:43 PM. Leon McKinney seconded the motion and all were in favor.

TOWN COUNCIL MEETING
TUESDAY, APRIL 21, 2015 6:00 PM

President Kevin Burk called the meeting to order at 6:04 PM with all members present.

Town Attorney Jud Barce spoke with Council about the Kerkhoff Tax Abatement Request. First he asked the Council to sign a waiver of Attorney-Client Privilege and Attorney Work-Product Privilege, that will also be signed by Kerkhoff allowing Jud Barce to represent both the Town and Kerkhoff in this matter. The Council unanimously agreed. He explained that there will be an addition to a building, new equipment purchased, Logistic and IT cost associated with the project for a total of an investment of \$1,563,000. This will bring 8-12 new jobs to the community. Kevin Burk made the motion to adopt Resolution 2015-0421 A Resolution Declaring an Economic Revitalization Area; and preliminarily approving the tax abatement. Doyle Allison seconded the motion and all were in favor. The public hearing on the tax abatement will be May 19, 2015.

Jud also brought up a letter he sent to the person who damaged some town property and the date has passed and restitution has not been made. He requested how the Council would like him to proceed. The Council unanimously agreed to proceed with court.

The Town Council received a letter from John Wilkinson regarding the property at 210 N Meadow Street, requesting disconnection of services. The house has been removed and he does not plan to rebuild. He understands if he does rebuild or if he sells the property he will notify new owners of the \$1,500 hook-up fees that will be required. Doyle Allison made the motion to approve the request. Leon McKinney seconded the motion and all were in favor.

Kevin Burk read the summary of claims presented for a total of \$124,565.71. With no questions, Leon McKinney made the motion to approve the claims presented. Ron Shoup seconded the motion and all were in favor.

Change order 1 with Reith-Riley was presented for a total of \$22,434. The 2014 project called for paving Columbia and North Main Streets, in those streets they will go into the approaches of Peterson, Walsh and Rhode Street on each end leaving just a short section on each Street not being paved. This change order will allow the unpaved sections to be paved as part of the project. Ron Shoup made the motion to approve Change Order 1. Doyle Allison seconded the motion and all were in favor. Seth presented some information received regarding areas that could be addressed as the 2015 Street Project. The Council took that information under advisement.

Quotes for the Storm Drain cleaning were received for 51 manholes to be cleaned out from Accu-Dig \$4,980; and from Drainage Plus \$2,730. Ron Shoup made the motion to approve the quote from Drainage Plus. Dirk Studebaker seconded the motion and all were in favor.

A Town Project Prioritization List was presented. The Council stated they had no changes or additions at this time and it appeared to be a good start.

Town Superintendent Seth Humphreys updated the Council on what he has been doing the last 2 weeks; what he plans to do in the next two weeks and got clarification on a few items that need to be addressed.

Utility Superintendent Billy Walker updated the Council on breathing equipment for the water plant. Billy presented quotes for the water testing for the whole year. From Pace Analytical \$1,723; and HML \$2,950. Ron Shoup made the motion to have the annual testing done through Pace Analytical. Leon McKinney seconded the motion and all were in favor. Billy presented quotes for a Portable Dissolved Oxygen Meter. From USA Bluebook two quotes \$807.95 and \$831.95; and from Thomas Scientific \$902.78. The Council tabled the decision until more information can be received.

George Frantz President of the William Henry Harrison Chapter of the National Society of the Sons of the American Revolution presented a Certificate of Commendation to the Town of Otterbein in Recognition of the Exemplary Patriotism in the display of The Flag of the United States of America. The Council accepted the Certificate and thanked him.

Ron Shoup brought up that Gary Taylor has now been with the Town 1 year. Ron Shoup made the motion to increase his rate of pay to \$9.50 per hour. Leon McKinney seconded the motion and all were in favor.

In regards to the plow damage; it was able to be repaired not replaced. Therefore, Ron Shoup made the motion to sign the release to the insurance for the plow only. Doyle Allison seconded the motion and all were in favor.

With nothing else to come before the Council, Doyle Allison made the motion to adjourn at 7:12 PM. Leon McKinney seconded the motion and all were in favor.